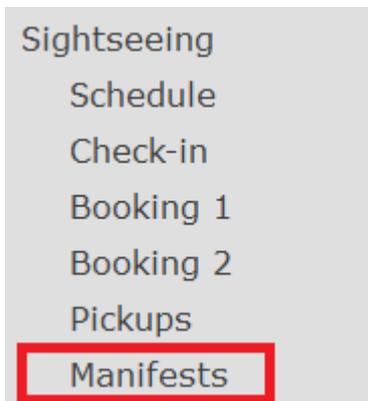


Adding a Stop Sell to a Manifest

The purpose of this procedure is to detail the steps for adding a stop sell via a manifest in CustomLinc. This functionality can be used for a services such as a lunch train or any other sightseeing service using a manifest.

1. From within CustomLinc click **Manifests** under the **Sightseeing** menu on the left of the screen



2. From the manifests window on the right, use the date picker to select the date, right click the manifest to be stop sold and select **Stop Sell / Max Pax ...** and **This Manifest**

← Thu 12/01/2023 →
Reconcile
Print
These are not Today's Manifests

Manifest Filter

Code	Description
PICNIC PAC	Picnic Packs and Snack Packs
SGAM	Schools Group and Agents Menu
SANDGROU	Seniors and Groups Menu
LVCDSHIRE	LVC Devonshire Tea
XM11:15BE	11:15 Belgrave to Lakeside 2pm return

	SRV #	
	Code	

	Pax	
	Product	

	This Manifest	
	All Manifests for Today	

- Print Manifest
- Print SRVs...
- Print
- Reconcile...
- Create SRVs...
- Make Booking
- Assign Locos/Cars...
- Assign Crew...
- Loco/Car Allocation...
- Stop Sell / Max Pax...
- View Pax List
- Audit Trail...

3. In the displayed window a date range can be specified to apply the stop sell over multiple days if required.

Ensure **Change the Status to...** checkbox is ticked and the dropdown is changed to the appropriate option. Different options can be selected from this drop down if the stop sell is only required on particular sales channels. These include:

Confirmed - Bookings are fully enabled

Stop Sold - Bookings are fully disabled

Stop Sold - External Channels - Bookings cannot be made online but can be made by Booking Offices and the CSC

Stop Sold - Internal Channels - Only online bookings can be made

Ensure that a reason has been added to the **Notes** field in the window.

XM11:15BEL-LAKR - 11:15 Belgrave to Lakeside 2pm return +

Only the items selected will be modified across the specified Date Range.

Step 1

From to **1 Departure**

Or... [Select Recurring Days...](#)

I want to...

Change the Status to... Movement Status

Change status for all Products linked to this Manifest

Set max Pax to...

4. Click the **Next** button
5. The next window will display a list of services impacted by the change, ensure the **Change Status** box is checked for each service to be modified

XM11:15BEL-LAKR - 11:15 Belgrave to Lakeside 2pm return +

Please enter the appropriate maximums for each item.

Status for all Products

Product Name	Current Status	Change Status
11:15am Belgrave departure / 2:00pm Lakeside Return	Confirmed	<input checked="" type="checkbox"/>
11:15 Bel dep / 14:00 Lakeside Return Tour Operator	Confirmed	<input checked="" type="checkbox"/>

6. Click the **Finish** button to save the changes
7. When prompted enter your CustomLinc credentials and click **OK**

Audit Verification

Details

Logon Id

Password

A stop sell has now been added the against the service(s). The service will be displayed as red in the schedule

To remove the stop sell, this same process can be used and the status set to **Confirmed** instead.

Revision #3

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